

City of Waterbury
Motor Vehicle Claim Reporting Policy

Purpose: To establish a program to report and accurately record motor vehicle accidents/damage that will enable the City to control the contributing elements that directly relate to these financial losses.

Policy: The operation of vehicles is indispensable in conducting city business, and how each vehicle is handled directly affects both our employees and the community in which they operate. Vehicular accidents are potentially the most costly losses to incur when the summation of property damage, bodily injury and other costs associated with them are considered. The following procedures shall be followed in the event of a motor vehicle accident

Procedures:

- A. If involved in a motor vehicle accident involving injury to or death of any person; or damage to any vehicle involved to the extent that it cannot be driven under its own power and requires towing:
 1. Remain Calm. Do not move your vehicle unless it impedes traffic or if directed to do so by a police officer.
 2. Check for injured individuals. Notify local police authority and other emergency personnel as needed.
 3. Immediately notify your department and immediate supervisor.
 4. Provide only basic information to other parties involved; name, address, vehicle registration and drivers license.
 5. Make no admission of fault.
 6. If your accident involves a fixed object or an unattended vehicle take reasonable steps to locate the owner, leave a note with your name, your employer name, address and phone number.
 7. If your vehicle is drivable, prior to the end of your shift, bring your vehicle to Central Vehicle Maintenance (CVM) for inspection. Police vehicles proceed to the police station. Fire vehicles proceed to the BAR. (What is process if not drivable,)
 8. **Complete Accident Report: The report is supplied within the vehicle (self-addressed envelope to Risk Management) must be completed by the driver, co-signed by the drivers supervisor on duty and forwarded to**

Risk Management within 48 hours of the accident. A copy must also be forwarded to CVM.

B. All accidents involving City vehicles, regardless of the amount of damage (including vandalism, hit and run) shall be reported as follows:

1. Immediately notify your department and immediate supervisor.
2. If your vehicle is drivable, prior to the end of your shift, bring your vehicle to Central Vehicle Maintenance (CVM) for inspection. Police vehicles proceed to the police station. Fire vehicles proceed to the BAR.
3. **Complete Accident Report: The report is supplied within the vehicle (self-addressed envelope to Risk Management) must be completed by the driver, co-signed by the drivers supervisor on duty and forwarded to Risk Management within 48 hours of the accident. A copy must also be forwarded to CVM.**

C. Post Accident Procedures:

1. You may be contacted by the city's third party claim administrator, Berkley Administrators of Connecticut, cooperate fully with any information they may request.
2. Do not discuss the accident with anyone other than the claims administrator, city attorney, authorized supervisory personnel or the police department. If you have questions in this regard, please do not hesitate to contact Berkley Administrators or the law department.

**ACKNOWLEDGEMENT OF RECEIPT MOTOR VEHICLE CLAIM
REPORTING POLICY**

I _____(print name) hereby acknowledge receipt of the City of Waterbury's motor vehicle claim reporting policy. By signing below I agree to read this policy and abide by the terms and conditions contained there in.

I understand that if I have any questions about this policy, that I will contact the Human Resources division for clarification at 574-3429.

I further understand that my failure to comply with this policy may subject me to discipline, up to and including possible termination.

Department _____

Signature_____ Date_____

(Return Original Acknowledgement to HR, copy for dept. files)